



CITY OF HOUSTON

Job Posting

	CORRECTION	CORRECTION	CORRECTION	CORRECTION
1	<div>Applications Accepted from:ALL PERSONS INTERSTED</div>			
2	<div>Job ClassificationProject Technician III</div>			
3	<div>Posting NumberPN# 112193</div>			
4	<div>DepartmentHouston Airport System</div>			
5	<div>DivisionPlanning, Design & Construction</div>			
6	<div>SectionPlanning</div>			
7	<div>Reporting Location16930 John F. Kennedy Blvd. *</div>			
8	<div>Workdays & HoursVaried, normally M – F *</div> <div>*Subject to change</div>			
9	<div>DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS Produces tenant lease documents from field survey notes for the Properties Division of the Houston Airport System. Provides design/drafting support for updating airport facilities using Autocad applications. Assists public and city employees in locating documents and information on Houston airports. Performs field surveys and collects data for updating Houston Airport System facilities.</div>			
10	<div>WORKING CONDITIONS Performing these duties will involve: applying specialized information; ability to recognize sound; observe and differentiate details amid distractions; speaking and writing clearly and effectively; adjusting to critical and demanding work; standing and walking for extended periods of time; performing visual inspections in the field; operating city vehicles; solving arithmetic and numerical problems; dealing with people in tense situations; working as a member of a team; may be required to lift up to twenty (20) pounds. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be able to obtain and maintain security clearances.</div>			
11	<div>MINIMUM EDUCATIONAL REQUIREMENTS Associates degree in Engineering, Drafting, Designing or a closely related field.</div>			
12	<div>MINIMUM EXPERIENCE REQUIREMENTS Four (4) years of related experience, such as engineering, drafting and/or designing, are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.</div>			
13	<div>MINIMUM LICENSE REQUIREMENTS Valid Class C Texas driver’s license and compliance with city’s policy on driving (AP 2-2).</div>			
14	<div>PREFERENCES Ability to deal tactfully with other professionals, co-workers, supervisors, management personnel and the general public. Ability to communicate effectively both orally and in writing.</div>			
15	<div>SELECTION/SKILLS TEST REQUIREDApplication review and/or interview.</div>			
16	<div>SAFETY IMPACT POSITION<input checked="" type="checkbox"/> Yes<input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div>			
17	<div>SALARY INFORMATION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 17 \$1,198.00- \$1,300.00 Biweekly \$31,148.00 - \$33,800.00 Annually</div></div>			
18	<div>OPENING DATEJULY 26, 2006</div>			
19	<div>CLOSING DATEOPEN UNTIL FILLED</div>			
20	<div>APPLICATION PROCEDURES Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or for advanced consideration submitted online at: www.fly2houston.com Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. "If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862. An equal opportunity employer</div>			